Excel 2016 Part 2

COURSE OBJECTIVES

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions. You will: Work with Functions Work with Lists Analyze Data Visualize Data with Charts. Create advanced formulas. Analyze Data with PivotTables and PivotCharts.

COURSE OUTLINE

1 - WORKING WITH FUNCTIONS

Topic A: Work with Ranges

Topic B: Use Specialized Functions

Topic C: Work with Logical Functions

Topic D: Work with Date & Time Functions

Topic E: Work with Text Functions

2 - WORKING WITH LISTS

Topic A: Sort Data

Topic B: Filter Data

Topic C: Query Data with Database Functions

Topic D: Outline and Subtotal Data

3 - ANALYZING DATA

Topic A: Create and Modify Tables

Topic B: Apply Intermediate Conditional Formatting

Topic C: Apply Advanced Conditional Formatting

4 - VISUALIZING DATA WITH CHARTS

Topic A: Create Charts

Topic B: Modify and Format Charts

Topic C: Use Advanced Chart Features

5 - ANALYZING DATA WITH PIVOTTABLES AND PIVOTCHARTS

Topic A: Create a PivotTable

Topic B: Analyze PivotTable Data

Topic C: Present Data with PivotCharts

Topic D: Filter Data by Using Timelines and Slicers